

LANCASTER COUNTY
SENIOR COMMERCIAL PROPERTY APPRAISER

NATURE OF WORK

This is responsible technical work coordinating the appraisal process for commercial property in Lancaster County.

Work involves responsibility for the appraisal and assessment of commercial property and for determining property value through the application of cost, income and direct sales comparison approaches; preparing narrative appraisal reports and participating in special appraisal projects; and assisting in the preparation of appraisals for appeals. An employee in this classification uses considerable independent judgment with work decisions made in accordance with department policies and procedures and in accordance with state statutes. General supervision is received from the Appraisal Supervisor or other administrative superior with work being reviewed through reports, conferences and results achieved. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Participate in appraisal of commercial property; prepare benchmark appraisals utilizing cost, income and direct sales comparison approaches in determining value.

Represent County Assessor at County Board of Equalization hearings; assist in the preparation of narrative appraisals for District Court actions.

Apply a variety of appraisal methods and procedures in valuing commercial property; perform field inspections, sketches and listings of properties; review and verify real estate market transactions; assist in conducting market studies; review and analyze computer-generated sale ratio reports, appraisal reports and edit reports.

Meet with developers, agents, attorneys, and property owners to explain departmental appraisal procedures, policies and assessment methods; interview owners, tenants and managers to acquire pertinent information regarding rents, vacancies, expenses and property characteristics; respond to personal and telephone inquiries from property owners concerning assessment/appraisal policies, practices and procedures.

Maintain computer related software and hardware used for appraisal purposes; enter and update property data in the computer system and update existing record formats.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of accepted approaches to commercial property assessment.

Thorough knowledge of the statutes and ordinances governing commercial property assessment.

Thorough knowledge of all classes and types of property.

Considerable knowledge of functions and capabilities of data processing as it relates to property appraisal and assessment.

Ability to establish and maintain effective working relationships with co-workers, property owners, public officials and the general public.

Ability to write technical reports and maintain written and computerized records.

Ability to gather and document physical data obtained from commercial property: land and improvements.

Ability to deal effectively with the general public under adverse circumstances.

Ability to accurately perform mathematical calculations.

Ability to communicate effectively both orally and in writing including presentations and reports.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in statistics, economics, law, property appraisal or related field plus considerable experience appraising commercial property.

MINIMUM QUALIFICATIONS

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Graduation from a senior high school or equivalent supplemented by college level course work in statistics, economics, law, property appraisal or related field plus experience appraising commercial property or any equivalent combination of training and some experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

Possession of an Appraiser Registration Certificate issued by the Nebraska Real Estate Appraiser Board.

Approved by: _____
Department Head

Personnel Director

Revised 6/01

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